



# Monthly Credit Card/Checking Account Draft Agreement

Finance & Information  
Systems

Effective: October 17, 2011

For your convenience, you may have your monthly utility bill automatically paid from your credit card (VISA, MasterCard, Discover Card only) or your checking account. The City of Brentwood does not charge for this service, however, your credit card issuer or bank may charge you a fee for the transaction.

**Automatic Payments:** Your monthly bill will be charged to your credit or drafted from your checking account according to the schedule listed below. If your scheduled date falls on a weekend or holiday, the transaction will be processed on the following business day.

**ZONE 1 – Payment will be deducted on the 17<sup>th</sup> of each month for bills due on the 21<sup>st</sup> of the month.**

**ZONE 2 – Payment will be deducted on the 10<sup>th</sup> of each month for bills due on the 14<sup>th</sup> of the month.**

**ZONE 3 – Payment will be deducted on the 4<sup>th</sup> of each month for bills due on the 7<sup>th</sup> of the month.**

**ZONE 4 – Payment will be deducted on the 26<sup>th</sup> of each month for bills due on the last day of the month.**

## SIGN UP FOR AUTOMATIC PAYMENTS

Start Date \_\_\_\_\_ Account No. \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Account Name \_\_\_\_\_

Service Address \_\_\_\_\_

I authorize the City of Brentwood to: (Choose One)

☐ deduct my monthly utility charges from my checking account listed on the enclosed voided check.

☐ charge my credit card for my monthly utility charges. (**Expired credit card expiration dates may cause your payment to be declined. It is your responsibility to inform the Utility Billing Office of any changes to your credit card information, including expiration dates.**)

Signature \_\_\_\_\_ Date \_\_\_\_\_



### Credit Card Payments

Name as it appears on card: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Credit card mailing address: \_\_\_\_\_

Credit Card City, State and Zip Code: \_\_\_\_\_

Expiration date: \_\_\_\_\_



### Checking Account Drafts\*

ABA# (Bank routing number) \_\_\_\_\_

Checking Account Number \_\_\_\_\_  
\*Please attach a blank check to this form.  
Be sure to write "VOID" across the check.

- You can update the credit card expiration date by calling our office and providing the new expiration date.
- A new application form must be submitted to change all other credit card information or your bank information.
- Please fax your completed form to (925) 516-5435. You can also mail or deliver the completed form to Utility Billing, 150 City Park Way., Brentwood, CA. 94513.

For questions, please call Utility Billing at (925) 516-5415.